

## **POST AND BID PROCESS - FILLING UNITS 12 and 13 VACANCIES**

**1027**

(No. 111 January 2007)

In 1999, the State and International Union of Operating Engineers (IUOE) agreed to a “post and bid” process for filling vacancies in Bargaining Units 12 and 13. A vacancy exists when a position is unoccupied as a result of retirement, transfer, termination, reassignment, or new funding and management decides to fill the position.

This section describes two different Post and Bid processes when filling vacancies (including a change in tenure of a position from limited-term to permanent): (1) Post and Bid within the local work location, and (2) Post and Bid for transfers from outside the local work location. Approved “work locations” include each of the 21 units and the two region headquarters (Northern Region and Southern Region) in the field, and Sacramento headquarters (which include the headquarters units, the CAL FIRE Academy and the Davis Mobile Equipment and McClellan Air Base Facilities). Appointments to Unit 12 and 13 classifications will be filled in accordance with these procedures and the current Memorandum of Understanding (MOU). Questions about the process should be directed to the CAL FIRE Labor Relations Office.

### **FILLING UNIT 12 VACANCIES VIA POST AND BID**

**1027.1**

(No. 111 January 2007)

Prior to advertising to fill a Unit 12 vacancy, the region personnel specialist or Sacramento headquarters classification and pay analyst/personnel specialist who is responsible for processing the PO 200 to fill the vacancy shall contact the appropriate post and bid coordinator to verify if there are any Post and Bid Reassignment and Transfer requests on file for that work location.

1. Priority will be given to requests for transfers within the local work location. In the case of multiple requests for the same vacancy, the employee with the greatest amount of continuous “local work location” seniority in the class shall be selected over other employees. The region or Sacramento headquarters personnel specialist for the hiring unit will calculate the seniority at the time the vacancy is to be filled.
2. If a local reassignment or transfer does not fill the vacancy, priority will be given to requests for transfers from outside the local work location. In the case of multiple requests for the same Unit 12 vacancy, the employee with the greatest amount of continuous departmental seniority in the class shall be selected over other employees. The region or Sacramento headquarters personnel specialist for the hiring unit will calculate the seniority at the time the vacancy is filled.

3. If there are no Post and Bid Reassignment and Transfer requests for that work location, the vacancy may be advertised and filled at management's discretion.

## **UNIT 12 POST AND BID PROCESS - LOCAL WORK LOCATION**

**1027.1.1**

(No. 111 January 2007)

When a vacancy occurs, an eligible employee may request reassignment or transfer to a permanent full-time CAL FIRE position within his or her own classification, within his or her own work location.

When a unit decides to fill a vacancy, it must post a notice of the intent to fill the vacancy in each local work site(s) for a minimum of seven (7) calendar days. The notice should include the classification, a position duties statement or description of duties, requisite skills and abilities required of the position, reporting location, the shift and the days off for the position to be filled, the final filing date, and the contact person's name and telephone number.

To request reassignment, an eligible employee must complete and submit the Unit 12 [Post and Bid Reassignment and Transfer Form \(PO 25\)](#) to the specified contact person by the final filing date. No more than one position, shift, work schedule, or work location may be requested on a form. Completed forms should be submitted to the following post and bid coordinators:

For transfers within units or region offices in the Northern Region:

Regional Administrative Officer (Personnel)  
135 Ridgeway Avenue  
Santa Rosa, CA 95401

For transfers within units or region offices in the Southern Region:

Regional Administrative Officer (Personnel)  
1234 East Shaw Avenue  
Fresno, CA 93710

For transfers within units in the Sacramento headquarters area:

Classification and Pay Manager  
Human Resources Office  
P. O. Box 944246  
Sacramento, CA 94244-2460

**Eligible employees are only able to post and bid twice in one year commencing with the start date of their first post and bid position within their local work location.**

## **UNIT 12 POST AND BID PROCESS – OUTSIDE LOCAL WORK LOCATION**

**1027.1.2**

**(No. 111 January 2007)**

An eligible employee who wants to transfer to a full-time permanent Unit 12 CAL FIRE position within his or her own classification in a different work location may do so during the annual open bidding period. This 30-calendar day period takes place from October 1 through October 30 each year, and bids become effective January 1 through December 31 of each calendar year. Notices of the annual open post and bid period should be posted in each local work station. Requests will be kept on file for 12 months.

To request reassignment and transfer, an employee must use the Unit 12 [Post and Bid Reassignment and Transfer Form \(PO 25\)](#). No more than one position, shift, work schedule or work location may be requested on a form; however there is no limit to the number of requests a qualified employee may submit during the open bidding period.

Post and Bid Reassignment and Transfer Forms for transfers outside the local work location may only be submitted during the open bidding period. Completed forms should be sent to the following post and bid coordinators:

For transfers to units or region offices in the Northern Region:

Regional Administrative Officer (Personnel)  
135 Ridgeway Avenue  
Santa Rosa, CA 95401

For transfers to units or region offices in the Southern Region:

Regional Administrative Officer (Personnel)  
1234 East Shaw Avenue  
Fresno, CA 93710

For transfers to units in the Sacramento headquarters area:

Classification and Pay Manager  
Human Resources Office  
P. O. Box 944246  
Sacramento, CA 94244-2460

An employee contacted under the Post and Bid process for outside the local work location has a maximum of five (5) work days in which to accept or reject a job offer. Once the five days have expired, the supervisor shall consider it a refusal of the job offer.

If a job offer is accepted, the employee has a maximum of thirty (30) calendar days to report to the new work location, unless mutually agreed otherwise by the hiring supervisor. If the employee accepts the transfer and does not report to the new work location, on the agreed date, the employee shall not be eligible for transfer for the remainder of the bid period.

## **UNIT 12 POST AND BID PROCESS - ADDITIONAL PROVISIONS**

**1027.1.3**

(No. 111 January 2007)

To participate in the Post and Bid process, an employee must have permanent full-time status. He or she must have successfully passed a probationary period in the same class and, if required, successfully completed all requirements of an apprenticeship program.

Any employee who has received a formal disciplinary action or substandard performance review within the prior 12 months may be disqualified from appointment under the Post and Bid process.

Payment of an employee's moving or relocation expenses incurred through a transfer pursuant to these Post and Bid processes is not mandatory and will be paid only at management's discretion.

Management may appoint employees into vacant positions without use of the Post and Bid process under the following circumstances:

1. Employees exercising a mandatory right of reinstatement or placement subject to layoff provisions.
2. Placement of graduating apprentices.
3. Verifiable security, safety, or clearly articulated operational reasons.
4. Placement for training purposes, for a period not to exceed thirty (30) calendar days.

Request for approval of circumstances meeting the exception criteria should be made to the CAL FIRE Labor Relations Office.

## **FILLING UNIT 13 VACANCIES VIA POST AND BID**

**1027.2**

(No. 111 January 2007)

Prior to advertising a Unit 13 vacancy, the region personnel specialist or Sacramento headquarters classification and pay analyst/personnel specialist who is responsible for processing the PO 200 to fill the vacancy shall contact the appropriate post and bid coordinator to verify if there are any Post and Bid Reassignment and Transfer requests on file for that work location.

1. Priority will be given to requests for the transfers within the local work location. In the case of multiple requests for the same vacancy, the employee with the greatest amount of plant service in the class shall be selected over other employees. The region or Sacramento headquarters personnel specialist for the hiring unit will calculate the seniority at the time the vacancy is to be filled.
2. If a local reassignment or transfer does not fill the vacancy, priority will be given to requests for transfers from outside the local work location. In the case of multiple requests for the same Unit 13 vacancy, the employee with the greatest amount of bargaining unit seniority shall be selected over other employees. The region or Sacramento headquarters personnel specialist for the hiring unit will calculate the seniority at the time the vacancy is filled.
3. If there are no Post and Bid Reassignment and Transfer requests on file for that work location, the vacancy may be advertised and filled at management's discretion.

## **UNIT 13 POST AND BID PROCESS**

### **– LOCAL WORK LOCATION**

**1027.2.1**

(No. 111 January 2007)

When a Unit 13 vacancy occurs, an eligible employee may request reassignment or transfer to a permanent CAL FIRE position within his or her own classification, within his or her own work location.

When a unit decides to fill a vacancy, it must post a notice of the intent to fill the vacancy in each local work site(s) for a minimum of seven (7) calendar days. The notice should include the classification, a position duties statement or description of duties, requisite skills and abilities required of the position, reporting location, the shift and the days off for the position to be filled, the final filing date, and the contact person's name and telephone number.

To request reassignment within his or her current work location, an eligible employee must complete and submit the Unit 13 [Post and Bid Reassignment and Transfer Form \(PO 26\)](#) to the specified contact person by the final filing date. Completed forms should be submitted to the following post and bid coordinators:

For transfers within units or region offices in the Northern Region:

Regional Administrative Officer (Personnel)  
135 Ridgeway Avenue  
Santa Rosa, CA 95401

For transfers within units or region offices in the Southern Region:

Regional Administrative Officer (Personnel)  
1234 East Shaw Avenue  
Fresno, CA 93710

For transfers within units in the Sacramento headquarters area:

Classification and Pay Manager  
Human Resources Office  
P. O. Box 944246  
Sacramento, CA 94244-2460

## **UNIT 13 POST AND BID PROCESS – OUTSIDE LOCAL WORK LOCATION**

**1027.2.2**

(No. 111 January 2007)

An eligible employee who wants to transfer to a permanent Unit 13 CAL FIRE position within his or her own classification in a different work location may do so during the annual open bidding period. This 30-calendar day period takes place from October 1 through October 30 each year, and bids become effective January 1 through December 31 of each calendar year. Notices of the annual open post and bid period should be posted in each local work station. Requests will be kept on file for 12 months.

To request reassignment and transfer, an employee must use the Unit 13 [Post and Bid Reassignment and Transfer Form \(PO 25\)](#). No more than one position, shift, work schedule or work location may be requested on a form; however there is no limit to the number of requests a qualified employee may submit during the open bidding period.

Post and Bid Reassignment and Transfer Forms for transfers outside the local work location may only be submitted during the open bidding period. Completed forms should be sent to the following post and bid coordinators:

For transfers to units or region offices in the Northern Region:

Regional Administrative Officer (Personnel)  
135 Ridgeway Avenue  
Santa Rosa, CA 95401

For transfers to units or region offices in the Southern Region:

Regional Administrative Officer (Personnel)  
1234 East Shaw Avenue  
Fresno, CA 93710

For transfers to units in the Sacramento headquarters area:

Classification and Pay Manager  
Human Resources Office  
P. O. Box 944246  
Sacramento, CA 94244-2460

An employee contacted under the Post and Bid process for outside the local work location has a maximum of five (5) work days in which to accept or reject a job offer unless otherwise agreed to by the hiring supervisor. Once the five days have expired, the supervisor shall consider it a refusal of the job offer. If a job offer is accepted, the employee has a maximum of thirty (30) calendar days to report to the new work location, unless otherwise agreed to by the hiring supervisor.

To participate in the Post and Bid process, an employee must have permanent status. He or she must have successfully passed a probationary period in the class.

## **UNIT 13 POST AND BID PROCESS**

### **- ADDITIONAL PROVISIONS**

**1027.2.3**

(No. 111 January 2007)

Any employee who has received a major disciplinary action review within the prior 12 months may be disqualified from appointment under the Post and Bid process.

Payment of employee moving or relocation expenses incurred through a transfer pursuant to Post and Bid process is not mandatory and will be paid only at management's discretion.

Management may appoint employees into vacant positions without use of the Post and Bid process under the following circumstances.

1. Verifiable security or safety reasons.
2. Placement for training purposes, for a period not to exceed thirty (30) calendar days.

Request for approval of circumstances meeting the exception criteria should be made to the CAL FIRE Labor Relations Office.

Placement of graduating apprentices shall be conducted in accordance with the Unit 13 post and bid process for transfer within the local work location.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)